

This guide aims to provide some tips to build and draft a competitive CV.

The academic CV can be used in many possible occasions:

- Awards, fellowships
- References
- Publishing
- Grant applications
- Public speaking
- Consulting
- Leadership
- Merit/tenure review
- other

In your academic CV you should present your research and the products derived from your research (publications, presentations, events, awarded grants, patents, various other items).

First of all you should consider formatting and length your CV.

Formatting: Your CV should be clear and easy to read. Use legible font types in a normal size (font size 11 or 12) with normal sized margins (such as 1 inch or 2.5 cm margins). Use bullet points to highlight important items and to concisely present your credentials. Keep a consistent style for headings and sub-headings and main text – do not use more than 2 font types in your CV. Make smart, but sparing use of bold, italics and underlining. Be aware of spelling and grammar and ensure it is perfect. Re-read a few times after writing the CV to ensure there are no errors and the CV is indeed.

Length: Since academic CVs must present so much information with regard to research and publications, it is generally acceptable if CVs are more than 2 pages long. Including a list of funding and a track record it is recommend not to exceed 5 pages maximum.

Regarding the structure, here follows a proposed subdivision with the main headings and sub-headings you can use. This structure follows the one proposed by the European Research Council, and it can be modified according to the necessity.

1. CV

- Personal details
Start including your name, address of residence, phone number(s) and professional e-mail address. You may also include the link to your personal webpage and a nice picture of you at work.
- Education
Include the names of the institution, date of the award, thesis or dissertation topics and type of degree obtained. Don't forget to mention the name of your thesis/PhD supervisor and to add eventual honors and distinctions.
- Job positions
It is important to include your professional experience, the current and past ones. You should underline the relatively recent one (approximately within the last 5-10 years) and relevant to your academic work. If relevant, explain any gaps in your academic work (maternity, military service, illness, etc.). If you have worked in industry, mention it to demonstrate the diversity in your capabilities.
- Fellowships and awards

Both kinds of fellowship, public and private, can be listed here. Include the funder institute and the destination of the scholarship.

- Visiting periods

Indicate the visited institute, the contact person, the length of the period, the outputs of each visiting period

- Major collaborations

Indicate the name of the collaborator/group of researchers, his/her institute of belonging, if the collaboration is actually ongoing. Highlight your network and the results/outputs of the collaborations, i.e. number of joint papers published, workshops and/or events organized, etc.

- Teaching activities

You may not need to include your detailed teaching history but it is good to keep a record of your global experience. List your teaching activities grouped for years, including the institution as well as the level of the course. List the master/PhD thesis that you supervised. It is a proof of your capacity of leadership and guidance.

- Institutional activities

Any administrative experience within a faculty or department within your university should be noted on your CV. Are you a representative or member of any committee or board? Do you facilitate a newsletter, an event, or anything else at your institution? If so, you can add it, particularly if relevant to your discipline.

- Organizational activities

Did you organize scientific meetings as conferences, workshops, summer schools, master or training programmes? List here your experience on this kind of task, specifying your role, the type of event, the number of participants.

- Position of trust

Mention here if you are or you have been member of scientific advisory boards, member of a panel, reviewer in any editorial boards or review board, scientific evaluator of projects, etc.

- Professional affiliations or memberships

List here any affiliation, association or membership with which you are active or any professional group, network or scientific society related to your area of expertise.

2. FUNDING

List title, funding source, amount, period (indicate if the project is actually ongoing) of the project, indicate your role (applicant, co-writer, coordinator, PI, etc.), talk about the topic if it can be consider relevant to the project you are presenting.

3. TRACK RECORD

- You could start this section with a brief career statement where you summarize your research experiences , the methods you use and your general research interests. It is a brief summary of approximately half page reassuming your expertise in your discipline(s), years of expertise in the area(s), noteworthy research findings, key achievements and publications, your current area of research or eventually the area you want to move into, a concise list of the specific techniques that you have used. Highlight key research findings and accomplishments.

It is recommended to include the following quantifiable outputs in your statement about research:

- Publications

It is advisable to list your most reputed publications in ranking of type, such as books, book chapters, peer-reviewed journal articles, non-peer-reviewed articles, articles presented at prestigious conferences, forthcoming publications, reports, patents, and so forth. Out of the complete list, indicate the ones that you consider the most representative in the context of the present ERC proposal. Consider making an exhaustive list of all publications in an appendix or a link to the personal web page. Mark your authorship position (1st / single / corresponding / last author). You can include papers that aren't published yet if you indicate what stage they are at

- Conference and seminar attendances

List the most relevant conferences or seminars where you presented or participated in a panel within the last 5-7 years. In an appendix, you can add an exhaustive list of conferences and seminars where you participated by giving a speech, presented a paper or research, or participated in a discussion panel. Make it clear whether you did a poster or oral presentation.

- Monographs and chapters of books

- Awards and prizes

- Patents

Numbers are very important, even if not crucial. Don't forget to indicate your numbers:

- H-index (with source)
- total number of publications
- number of publications with (or without) the PhD advisor
- number of invited publications
- number of citations per paper (specify if the self-citations are excluded)
- invited reviews and related impact factor (each year or average)

TIPS:

Update regularly your CV and to adapt it for the various purposes.

Don't be shy about your achievements, but also remember to be honest about them. Do not exaggerate or lie.

Use a consistent style for headings and subheadings so it's clear which content belongs together.

Spelling and grammar are important! Make sure you ask someone to proofread your CV.

Avoid generic terms— you want to stand out from the crowd. Concentrate on your 'unique selling points'.

Content in each section should be in reverse chronological order, with the most recent thing first.

List any kind of technical practical soft and transversal skills, certifications, languages, and anything that can be relevant to mention in this section.